

**STATE OF ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT  
DIVISION OF INSURANCE**

**HOMEOWNERS INSURANCE FORMS CHECKLIST**

<b>Policy Provision</b>	<b>Reference</b>	<b>Comments</b>	<b>Applicable</b>	<b>Page No.</b>
Entire Contract in policy	AS 21.42.150	The policy must contain the entire contract between the parties.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Policy Contents	AS 21.42.160	A policy must specify the names of the parties of the contract, the subject of the insurance, the risks insured against, the time when the insurance becomes effective and the period during which the insurance is to continue, the premium, and the conditions pertaining to the insurance.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Cancellation reasons for a personal insurance policy other than personal automobile	AS 21.36.210(f)  AS 21.36.210(d)	Personal insurance, other than a personal automobile policy, may only be cancelled by the insurer for: <ul style="list-style-type: none"> <li>• non-payment of premium;</li> <li>• conviction of the insured for a crime having as one of its necessary elements an act increasing a hazard insured against;</li> <li>• discovery of fraud or misrepresentation by the insured or a representative in obtaining the insurance or pursuing a claim;</li> <li>• discovery of a grossly negligent act or omission which substantially increases the hazards insured against; or</li> <li>• physical changes in the property which result in the property becoming uninsurable.</li> </ul> These reasons do not apply to the failure to renew a policy, except policies that have been in effect for less than 12 months, and to a new business policy that has been in effect for less than 60 days at the time the cancellation notice is mailed.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Cancellation notice for a personal insurance policy	AS 21.36.220(a)	If an insurer cancels, a written notice must be mailed to the named insured at least: <ul style="list-style-type: none"> <li>• 10-day notice for discovery of fraud or material misrepresentation made by the insured, etc. (see statutes);</li> <li>• 20-day notice for nonpayment of premium, etc. (see statutes);</li> <li>• 30-day notice before the effective date of the cancellation for any other reason.</li> </ul> If the insured is 70 years old or older, the insurer must also notify the named insured's designee.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Proof of Notice	AS 21.36.260	All notices must be mailed by first class mail to the last known address of the insured. A certificate of mailing must be obtained from the U.S. Postal Service. Alternate methods of delivery may be used in addition to mailing, but cannot be used to replace the statutory requirement.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	

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Unearned Premium refund insurer cancel	AS 21.36.220(c)	The unearned premium must be refunded before effective date of cancellation except for the reasons stated in AS 21.36.220(c)(1). Then the refund must be within 45 days after the notice of cancellation. Non-payment of premium is insurer cancellation.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Unearned Premium refund insured cancel	AS 21.36.255	The insurer must return any unearned premium within 45 days of receipt of a request for cancellation or the effective date of cancellation, whichever is later.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Cancellation fee	AS 21.36.255(a)	If the insured cancels a policy, the insurer may charge a cancellation fee of not more than 7.5% of the unearned premium. A cancellation fee may not be charged unless the fee is clearly stated in the policy. A statement that the cancellation fee will not exceed 7.5% does not satisfy this requirement. The exact amount of the fee must be stated.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Renewal notice with altered terms	AS 21.36.235	Notice must be given if the renewal premium is increased by more than 10% or if there is a material restriction or reduction in coverage at least 20 days before the expiration of a personal insurance policy.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Non-Renewal	AS 21.36.240	A non-renewal notice must be sent at least 20 days before expiration of a personal insurance policy. An insurer may fail to renew a personal policy only on the policy's annual anniversary.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Minimum Earned Premium	AS 21.36.255(a)(2)	Minimum earned premiums must be stated in the policy.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Appraisal	AS 21.89.035	The time frames and appraisal process must be consistent with the statute. Each party must bear expenses and fees, not including counsel and adjusters' fees, as determined by the umpire. Neither the rights of the insured nor the insurer are restricted.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Arbitration	AS 09.43.300 - .595  AS 21.89.020(f)(1)  AS 21.42.130	Contracts entered into after January 1, 2005 must comply with the Revised Uniform Arbitration Act, including an Alaskan venue.  Expenses and fees must be paid as determined by the arbitrator.  Are both parties required to agree to use arbitration? Yes No  Are the rules under which arbitration will occur identified in the form? Yes No	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	

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Other Insurance	AS 21.42.130	Making a primary policy excess over any other applicable insurance is misleading and grounds for disapproval under AS 21.42.130. There must be a method of sharing the loss with other policies.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Concealment, Fraud, or Misrepresentation	AS 21.42.110	All statements and descriptions in an application shall be considered to be representations and not warranties.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Alaska Rule of Civil Procedure 82	3 AAC 26.500 – 26.550, Order 96-03 Bulletin 96-04  Alaska Supreme Court Ruling	A policy that limits coverage for attorney fees taxable against an insured under Alaska Rule of Civil Procedure 82 must satisfy the minimum standards of 3 AAC 26.500 – 26.550. Bulletin 96-4 provides sample notices.  Therchik v. Grant Aviation, Inc. (7/25/2003 SP-5715) - Alaska Supreme Court ruled that Civil Rule 82 notices must be "close to identical" to notices in Bulletin 96-4. The notices provided with Bulletin 96-04 must be used. Replacement notices may be submitted for review, but you will be required to demonstrate that the sample notices do not meet the needs of your company.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Lawsuits Against Insurer	AS 09.10.053	A person has three years to bring an action upon a contract.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Concurrent Causation	AS 21.36.212	Insurers may not deny a claim if a risk, hazard, or contingency insured against is the dominant cause of a loss and the denial occurs because an excluded risk, hazard, or contingency is also in a chain of causes but operates on a secondary basis.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Fungus, Mildew and Mold exclusions	AS 21.36.212 Bulletin 04-07	Coverage for fungus, mildew, or mold may not be excluded when it results from a covered cause of loss. See Bulletin 04-07 for additional requirements.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Intentional Acts Exclusion	AS 21.36.430	Coverage may not be refused, cancelled, denied, or increased based only on the fact that a person was a victim of domestic violence.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
Lead Exclusions	AS 21.42.130	Blanket lead exclusions are deceptive to the risk assumed and may not be used. For risks with know lead exposure, individual risk filings may be made describing the exposure and justifying the need for the exclusion.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	

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Credit information use	AS 21.36.460(f) AS 21.36.460(a) Bulletin 03-07 Bulletin 03-11	<p>Reconsideration certification</p> <p>Disclosure on application: Use of the following language will constitute compliance with the notice provision of this statute:</p> <p><b>In connection with this application for insurance, we will review your credit report or obtain or use a credit-based insurance score based on the information contained in your credit report. We may use this information to decide whether to insure you or how much to charge.</b></p> <p>If a third-party is used to calculate the insurance score, the notice must also include language similar to the following:</p> <p><b>We may use a third-party in connection with the development of your insurance score.</b></p>	<p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	
Claim Payment	3 AAC 26.070(a)(2)	Undisputed portions of a first party claim must be paid within 30 working days.	<p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_